EMPLOYMENT EQUITY PROGRAM

Business Plan 1992/93

Ministry of Energy, Mines and Petroleum Resources

June 1992

Province of British Columbia

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This 1992/93 Business Plan was adopted by the Ministry of Energy, Mines and Petroleum Resources Executive Committee on April 27, 1992 and was authorized for printing and distribution on June 5, 1992.

Employment Equity Program Business Plan 1992/93 Fiscal Year

Mandate

To develop a workforce that better reflects the diversity of the population of British Columbia by:

- creating a workplace which values diversity;
- identifying and removing barriers to the employment and advancement of members of designated groups; and,
- introducing initiatives to remedy the effects of current employment disadvantages.

Goals

Attract the best candidates from a wider pool of qualified applicants.

Staffing and Recruitment

Increase the number of qualified candidates from designated groups, and attract them to employment and advancement within the ministry by:

- reaching out to designated groups both within and outside government;
- removing potential barriers to employment; and,
- creating bridging positions.

Understand the issues and rationale for employment equity.

Education and Awareness

Promote an understanding of:

- employment equity principles;
- current demographic trends and the opportunities diversity creates;
- barriers to employment, retention and career development opportunities; and,
- issues for managing and working in a diverse workplace.

1992/93 Objectives

		Page
1.	**Staffing and Recruitment**	3
1.1	Community Outreach	3
1.1.1	Training	3
1.1.2	School Visits	3
1.2	Special Recruitment Strategies	4
1.2.1	Outreach Guide	4
1.3	*Bona Fide* Job Requirements	4
1.4	Information for Job Applicants	5
1.5	Bridging Positions	5
1.6	Career Development	6
1.6.1	Taking Charge of Your Career	6
1.6.2	Recruitment Workshop	6
2.	**Education and Awareness**	7
2.1	Managing Diversity	7
2.1.1	Seminar	7
2.2	Employment Equity Awareness	7
2.2.1	Workshops	7
2.2.2	Speakers	8
2.2.3	Gender Representation	9
2.3	Workplace Preparation	9
2.4	New Employee Orientation	10
2.4.1	Orientation Manual	10
2.5	Newsletter	10
2.6	Policy and Program Updates	11
2.7	Gender Neutral Language	11
3.	**Monitoring Results**	12
3.1	Workforce Profile	12
3.2	Exit Survey	12
4.	**Committee**	13
Budget		14

1. Staffing and Recruitment

1.1 Community Outreach

To encourage and facilitate activities by staff to promote awareness of non-traditional career choices among students, and over the long term, increase the representation of qualified designated group members in the workforce.

1.1.1 Training

Provide training for chemists, engineers, geologists and technical staff who are interested in outreach. The training will explain how to conduct positive and educational activities for children supported by interesting, technically correct, but understandable background materials, so students will discover that engineering and geology can be fun, that they are related to their daily lives, and that girls and boys can participate equally.

Responsibility	Employment Equity Advisor: coordinate training for 30 participants.
	Directors of Resource Management Branch, Geological Survey Branch, Engineering and Operations Branch, and Petroleum Geology Branch: facilitate staff participation in training.
Evaluation	Each person who participates in the training will be required to visit or participate in activities with two groups of students in the fiscal year.
Cost	Facilitator: fee and expenses $2000. Travel costs to Victoria for training will be paid by participating Branches.
Date	August 1992.

1.1.2 School Visits

Staff (including those trained above) will make periodic visits to schools to talk to students, as opportunities permit, within operational requirements.

Responsibility	Managers and Directors: support staff visits to talk to students whenever feasible.
Evaluation	Division Heads will report to Executive Committee on visits to schools.
Cost	Travel and expenses to be paid by Branch budget.
Date	On-going throughout the fiscal year.

1.2 Special Recruitment Strategies

To market job opportunities and encourage applications from qualified designated group members for positions where they have been underrepresented in the past.

1.2.1 Recruitment Guide

Provide managers and supervisors with staffing responsibilities with a guide prepared by the Employment Equity Branch, Ministry of Women's Equality, containing suggestions to make contact with members of designated groups and ensure the recruitment process does not contain artificial barriers to designated group members.

Responsibility

Employment Equity Advisor: provide the guide to managers and supervisors with staffing responsibilities.

Managers: use the guide and complete the associated checklist.

Evaluation

Managers and supervisors will complete a checklist to indicate which suggestions from the Recruitment Guide were used, and submit it to Personnel Services Branch at the completion of each competition recruitment process.

These checklists will be used as part of management performance appraisals on employment equity.

Cost

N/A.

Date

Implementation: August 1992.

1.3 Bona Fide Job Requirements

Promote the review of job requirements in the recruitment process by managers with staffing authority to ensure the qualifications accurately reflect job requirements and do not establish artificial barriers to applicants.

Responsibility

Personnel Services Branch: incorporate the issue into ministry staffing courses and monitor the qualifications statements developed by managers involved in recruitment.

Evaluation

N/A.

Cost

N/A.

Date

On-going.

1.4 Information for Job Applicants

Develop an information package for applicants to explain the recruitment process to job applicants, and to ensure the process itself does not form a barrier to employment.

Responsibility

Employment Equity Advisor and Personnel Services Branch: develop the information package.

Managers, Directors and Personnel Officers: inform potential applicants that the package is available, and tell them how to obtain a copy.

Evaluation

Include a questionnaire to solicit comments from readers.

Cost

Printing costs.

Date

July 1992.

1.5 Bridging Positions

Create bridging positions to increase the representation of designated group members by providing valuable career development opportunities to individuals from these groups.

Responsibility

Directors: recommend work experience opportunities for members of designated groups to work in non-traditional occupations and management positions where they are currently underrepresented.

Executive: determine what specific opportunities will be created.

Employment Equity Advisor and Personnel Services Branch: develop a proposal in consultation with Directors to identify and formalize a proposal and terms of reference for bridging positions in the ministry. Obtain necessary resources and Council of Human Rights approvals.

Evaluation

Periodic performance appraisals of individuals in the bridging positions.

Cost

Salaries and FTEs.

Date

June 1992: proposal to Executive.

1.6 Career Development

Assist individuals in the ministry to advance their careers by facilitating their participation in courses or work experience opportunities.

1.6.1 Taking Charge of Your Career

Provide the Taking Charge of Your Career Course for women in the ministry.

Responsibility — Employment Equity Advisor and Taking Charge of Your Career trainers.

Managers and supervisors: allow interested women to participate.

Evaluation — Participants will complete course evaluations.

Cost — $700. Meeting room charge and supplies charges paid by employment equity budget. Participant travel paid by Branches.

Date — Fall 1992.

1.6.2 Recruitment Workshop

A workshop to dispel the myths and mystery surrounding the recruitment process and provide tips on how to:

- assess your qualifications as they relate to a *posting*;
- write an outstanding resume and covering letter; and,
- prepare for an interview.

Responsibility — Personnel Services Branch: prepare and deliver workshop.

Managers and supervisors: allow interested women and men to participate.

Evaluation — Participants will complete an evaluation.

Cost — N/A.

Date — July 1992.

2. Education and Awareness

2.1 Managing Diversity

To promote an understanding of the issues related to working and managing in a diverse workforce and increase the awareness of designated group members.

2.1.1 Seminar

To provide managing diversity seminars to the rest of the managers and supervisors who have not yet had an opportunity to participate.

Responsibility

Employment Equity Advisor: coordinate training. One seminar will be provided in June 1992 for managers and supervisors with staffing responsibilities. Additional seats on the seminars to be hosted by other Ministries and the Centre for Executive and Management Development will be obtained for the balance of ministry participants.

Division Heads: facilitate the participation of managers and directors.

Evaluation

Participants will complete seminar evaluations which will be summarized and presented to Executive.

Cost

Facilitator: fee and expenses $6500. Participants' travel and accommodation costs are extra. Costs to be shared by participating Branches.

Date

Seminar: June 1992.

2.2 Employment Equity Awareness

Promote awareness of cultural, gender, Aboriginal, visible minority and disability issues among staff.

2.2.1 Workshops

Conduct workshops with staff to promote the awareness of each of the designated groups through videos, presentations and discussions.

Responsibility

Employment Equity Advisor: coordinate a series of workshops to raise awareness of issues related to each of the designated groups.

Division Heads and Directors: allow managers and staff to attend.

Evaluation — Participants will complete workshop evaluations.

Cost — Approximately $1500 per session. Travel expenses paid by Branches.

Date — Aboriginal awareness:

Prince George	August 1992.
Victoria	August 1992.
Smithers	October 1992.
Fort St. John	November 1992.

Persons with disabilities:

Victoria	October 1992.

Gender:

Victoria	December 1992.

Visible minority people:

Victoria	February 1993.

2.2.2 Speakers

Encourage discussion about the issues of working in a diverse workplace by hosting speakers to address audiences of managers and staff. Topics may include: gender differences in communications styles, the challenges of working in a non-traditional occupation, balancing work and home life, etc.

Responsibility — Employment Equity Advisor: coordinate speakers.

Division Heads: encourage participation of managers and staff at these sessions.

Evaluation — Participants will complete evaluations

Cost — Up to $1000 per session: speaker and meeting facility. Propose 3 sessions through the year.

Date — October 1992.
January 1993.
March 1993.

2.2.3 Gender Representation

Consider gender, cultural, Aboriginal, visible minority, and disability issues in decision-making, promote gender representation on committees and interview panels.

Responsibility — Management and staff.

Evaluation — Panel representation data is collected by Personnel Services Branch and reported annually by the Employment Equity Advisor.

Cost — N/A.

Date — On-going.

2.3 Workplace Preparation

Assist managers to prepare co-workers (and/or the physical workplace) as required, for the entry of new employees from designated groups. Ensure the workplace will be welcoming to new employees by providing an opportunity for staff to review their traditional beliefs and explore the benefits of working with people from diverse backgrounds.

Responsibility — Directors and supervisors: identify situations where a member of a designated group entering the workplace may encounter an "acceptance" problem from the other staff or a physical barrier in the workplace, and contact the Employment Equity Advisor for assistance with workplace preparation.

Employment Equity Advisor, Personnel Services Branch, and Administrative Services Branch: coordinate an appropriate workplace awareness workshop, or physical accommodation.

Evaluation — Periodic interviews by the supervisor with the designated group member.

Cost — As required. The cost of outside facilitators will be the responsibility of the Branch.

Date — As required.

2.4 New Employee Orientation

Provide information to new employees to ensure they are aware of the ministry's Employment Equity Program.

2.4.1 Orientation Manual

Update the employment equity section in the Employee Orientation Manual to better reflect the Program.

Responsibility — Employment Equity Advisor: update the manual.

Personnel Services Branch: incorporate the updated section into the manual.

Evaluation — N/A.

Cost — To be determined.

Date — July 1992.

2.5 Newsletter

Issue the Employment Equity Newsletter periodically to provide ministry staff with an update on ministry initiatives and an overview of current issues.

Responsibility — Employment Equity Advisor: develop the newsletter.

Evaluation — On-going.

Cost — Printing costs.

Date — Periodically, as required.

2.6 Policy and Program Updates

Issue updates of the employment equity policy and other human resources policies and programs to promote a general understanding of them among employees.

Responsibility	Employment Equity Advisor and Personnel Services Branch.
Evaluation	On-going.
Cost	Printing costs.
Date	June 1992 - workplace behavior policy. When released - harassment policy. When released - employment equity policy. Others as required.

2.7 Gender Neutral Language

Promote the use of gender neutral language in oral, written and visual communications to convey the equal respect for and recognition of all individuals.

Responsibility	All Managers and Directors. Communications Branch.
Evaluation	On-going.
Cost	N/A.
Date	On-going.

3. Monitoring Results

3.1 Workforce Profile

Participate in the government-wide workforce survey to establish the representation of designated groups at all levels in the organization.

Responsibility

Employment Equity Advisor: coordinate with the central Employment Equity Branch at the Ministry of Women's Equality to facilitate the ministry's participation in the survey.

Division Heads: encourage the participation of everyone in their Division.

Evaluation

Ministry's response rate in the survey.

Cost

N/A.

Date

To be determined by the Employment Equity Branch.

3.2 Exit Survey

An exit survey will be developed to identify issues in job satisfaction and to determine if barriers to advancement are a factor in employees' decisions to seek employment elsewhere.

Responsibility

Employment Equity Advisor in coordination with Personnel Services Branch.

Managers and supervisors: ensure that employees complete the survey form as part of the procedure for departing employees.

Evaluation

As required.

Cost

To be determined.

Date

November 1992.

4. Committee

Regular committee meetings will be held to address the concerns of designated group members and coordinate employment equity initiatives throughout the ministry.

Responsibility	Employment Equity Advisor: organize meetings. Division Heads: designate committee representatives and allow them time to attend meetings and participate in committee activities.
Evaluation	N/A.
Cost	N/A.
Date	Monthly, bimonthly or quarterly.

Employment Equity Budget

Program Initiatives

1.0 Staffing and Recruitment

1.1 Community Outreach	1.1.1 Training	$ 2000
	1.1.2 School Visits	
1.2 Special Recruitment Strategies	1.2.1 Outreach Guide	
1.3 *Bona Fide* Job Requirements		
1.4 Information for Job Applicants		
1.5 Bridging Positions		
1.6 Career Development	1.6.1 Taking Charge of Your Career	700
	1.6.2 Recruitment Workshop	

2.0 Education and Awareness

2.1 Managing Diversity	2.1.1 Seminar	6500
2.2 Employment Equity Awareness	2.2.1 Workshops (7)	10500
	2.2.2 Speakers (3)	3000
	2.2.3 Gender Representation	
2.3 Workplace Preparation		
2.4 New Employee Orientation	2.4.1 Orientation Manual	
2.5 Newsletter		
2.6 Policy Updates		
2.7 Gender Neutral Language		

3.0 Monitoring Results

3.1 Workforce Profile	
3.2 Exit Survey	

Program Initiatives Total:	**$22 700**

Salaries, Benefits and Expenses

Salaries & Benefits	1 FTE & 1 Co-op	$ 71 300
Office expenses, travel, etc.		6 000
Salaries, Benefits and Expenses Total:		**$ 77 300**

Total Budget:	**$100 000**